



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: Resolution or dismissal

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21595

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Agency Counsel Legal Opinions

CUTOFF: End of state fiscal year in which opinion is rendered

DESCRIPTION: Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21588

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Attorney General Legal Opinions

CUTOFF: Completion of incident or trial related to opinions

DESCRIPTION: Legal opinion prepared by the Attorney General of Missouri for other state agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Originals in Attorney General's Office.

DISPOSITION ACTION: Destroy

SERIES: 21587

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Bids or Proposals - Not Awarded

CUTOFF: EOFY in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals for state-funded projects or purchases.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21593

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Bids or Proposals -Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for state-funded projects or purchases.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21592

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Contracts - Financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21590

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Contracts - Non-financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21591

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Legal Files

CUTOFF: EOFY in which resolved or adjudicated

DESCRIPTION: Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by agency counsel or retained legal counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21589

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Memoranda of Understanding or Agreement

CUTOFF: Expiration of memorandum of understanding or agreement

DESCRIPTION: Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21594

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
